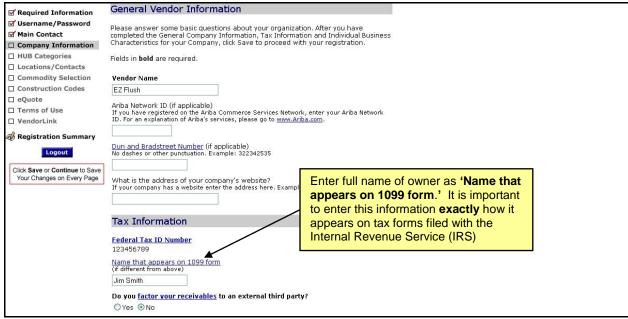


How Do I Register with the NC E-Procurement Service as a Sole Proprietor or an Individual?

All businesses can register to do business with the State of North Carolina by entering an electronic registration form at http://vendor.ncgov.com.







Individual and Business Charac	Individual and Business Characteristics	
Check all that apply. Corporation Individual Partnership	Select 'Individual' and, if appropriate, 'Sole Proprietorship'	
✓ Sole Proprietorship Medical/Health Corporation Sub-Chapter S Corporation		•
Is your business Not for Profit?		
Is your business any of the following: Check all that apply A Small Business		
□ Disabled Business Enterprise □ Non Profit Work Center for the blind and the blind a		
Which of the following characteristics, if any, Owner: person who owns at least 51% of the bus and controls the management and daily operation	siness, or stock in the case of Do n	ot select any of e categories
Check all that apply.		
Asian American (including Pacific Island Hispanic/Latino American (Mexican, Ca American, other Portuguese or Spanish or	aribbean Islander, Central or South	

Under the 'Individual and Business Characteristics' section, check the box next to 'Individual' and, if appropriate, also check the box next to 'Sole Proprietorship.' Please DO NOT check the boxes next to small business, disabled business, and non-profit work center.

Note: 'Individual' MUST be selected when registering with a Social Security Number.

Frequently Asked Questions

Who would register as a sole proprietorship?

A sole proprietorship is an unincorporated business that is owned by one individual. It is the simplest form of business organization to start and maintain. The business has no existence apart from you, the owner. Its liabilities are your personal liabilities and you undertake the risks of the business for all assets owned, whether used in the business or personally owned. You would register as an individual if you are a Sole Proprietor who does business under your own legal name, instead of a company name.

What is the name on my 1099 form?

For individuals and sole proprietors, the name that appears on the 1099 form is the name of the owner of the company as it appears on tax forms filed with the Internal Revenue Service (IRS).

What number can I call if I need help with my registration?

Please contact customer service at 888-211-7440, Option 2 for more information or if you need help completing your registration. Agents are available Monday through Friday, 7:30 a.m. – 5:00 p.m. EST.